

Ai Takaki

International Logistics / Project Lead

Dynamic and ambitious International Logistics Manager with over 14 years of extensive experience in the global business sector. Strategic planner and results-driven project management professional, certified PMP, with a proven track record in orchestrating international logistics and corporate development across multiple geographies. Expert in handling all aspects of the project life cycle from conception to completion, ensuring timely execution and delivery of high-quality projects. Proficient in translating and simplifying business requirements, leveraging extensive know-how in SAP systems, FDA regulatory compliance, and international regulatory frameworks. Strong ability to develop and monitor KPIs to drive performance and achieve strategic objectives.

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CORE COMPETENCIES

Comprehension of international trade laws and regulations

Inventory management wholesale forecast plans and shipping strategies

Business process improvement

Effective communication and negotiation with vendors and stakeholders

Understanding of tariff classifications, incoterms and duty calculations

Project Planning / Reporting

Cost Reduction and Efficiency Proposals

Waterfall/Agile/Scrum Methodologies

Familiarity with freight forwarding and warehousing for both import and export



TECHNICAL SKILLS

- SAP ERP System Integration
- Analysis using Excel and Power BI
- Trade Compliance
- Product Registration Management
- FDA Regulations
- Good Manufacturing Practice (GMP)
- Manufacturing Process Documentation
- Standard Operating Procedures (SOPs)
- Monday.com, JIRA
- Figma



PROFILE SUMMARY

Expertise in Value Engagement model and potential to collaborate with SAP ERP Systemes teammates or Consulting and Systems Integration partners which can help in accelerating transformation and business benefits specifically to deliver success on high-risk, must-succeed digital business transformation projects.

Exceptional International Logistics Manager with outstanding communication skills and ability to liaise with suppliers, carriers, and internal teams to build rapport and maintain efficient and cost-effective logistics operations. Strategic thinker with an analytical mind and strong problem-solving skills. Addressed and resolved logistics issues promptly and updated stakeholders on shipment status and new logistics solutions to ensure timely delivery and customer satisfaction.

Industrious Manager Overseeing Operations in Five Countries skilled at identifying potential logistics issues and handling them amicably, managed branch operations in Taiwan, Hong Kong, Japan, the Philippines, and Vietnam, working closely with local employees. Recruited and developed high-performing logistics teams, oversaw the productivity of international logistics operations, utilized the skills of each team member in accordance with logistics management theories, and tracked logistics performance using daily, weekly, and monthly measurements. Prepared comprehensive logistics schedules, reports, and plans to ensure efficient operations and timely delivery.

Dexterous Business Integration with demonstrated abilities in managing stakeholder communications and responding to inquiries, successfully transformed the Hong Kong warehouse into a central hub. Led the relocation of the headquarters, facilitated the company's public listing (IPO), managed the spin-off of subsidiaries, and oversaw the company's rebranding and name change. Worked collaboratively with other members of the logistics team, liaised with the project management office, and interacted with key stakeholders to achieve significant business growth.

Vision and Innovation adept at perceiving the emerging big picture and implementing innovative changes to help clients achieve their business objectives, leveraging expertise in logistics and supply chain management. Possesses strong team management skills, ensuring team motivation and success through effective communication of goals, delegation of tasks with deadlines, and performance assessment. Dedicated to ensuring client satisfaction by delivering precise and efficient logistics solutions, consistently earning appreciation for exceptional service.



EDUCATION

Westcliff University / Irvine, CA

Master of Science in Information Technology (Project Management)

University of California, Irvine Division of Continuing Education / Irvine, CA

Professional Certificate in Project Management

Professional Certificate in International Business Management

Graduate School of Management, GLOBIS University / Tokyo, Japan

Master of Business Administration

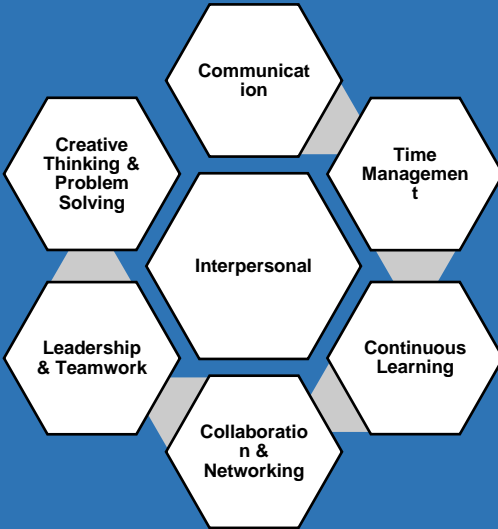
Musashi University / Tokyo, Japan

Bachelor's Degree in Sociology

TRAINING & CERTIFICATIONS

- Project Management Professional (PMP) Certification by PMI
- Agile Certified - CSM® & CSPO® by Scrum Alliance
- Japan Trade Certification

SOFT SKILLS



SCHOLASTIC PROFILE

- President's Scholarship for Diversity & Inclusion (Northeast Asia)
- Founder's Scholarship for Information Technology (Graduate)

LANGUAGE

- Japanese (Native)
- Chinese (Beginner)
- English (Proficient)

WORK EXPERIENCE

Advanced Micro Precision.Ltd **Jan 2021 - Jan 2022**
California
Project Manager for International Logistics and FDA Regulatory Consulting

Key Responsibilities and Results:

- Delivered impactful analytical support and US regulatory consulting to Japanese food manufacturers by coordinating with forwarders, legal experts, and FDA agents in the US. As a result, skillfully facilitated their successful entry into the US market.
- Effectively pioneered the establishment of a new medical device trading business specializing in glaucoma treatment, managing the production process, and ensuring compliance with FDA regulations, resulting in a significant USD 2 million revenue increase.
- Coordinated daily development activities with the offshore team and collaborated with the product owner to understand requirements and prioritize the backlog.

MoltoBene Inc. **Feb 2013 - Jun 2019**
Japan, Hong Kong, Taiwan, Philippines and Vietnam
International Logistics Manager/ Business Development Manager

Key Responsibilities and Results:

- Managed the logistics hub establishment, headquarters relocation, company name change, and corporate merger in Hong Kong, overseeing product revisions, international regulatory compliance, and ingredient regulation across the entire organization.
- Supervised the implementation of SAP systems for the integration of accounting across the entire organization in preparation for the IPO. Achieved the standardization of systems and streamlined management for all five overseas subsidiaries, six branches in Japan, as well as factories and distribution centers.
- Secured the contract for OEM production of private label products for Asia's largest drugstore chain, 'Watsons', managing manufacturing, regulatory compliance across multiple countries, and logistics. Resulted in a 20% increase in annual sales.

KISCO LTD. **Apr 2009 - Jan 2013**
Japan
International Logistics Manager / Purchasing

Key Responsibilities:

- Through strategic analysis and collaboration, reduced delivery costs, boosted business sales by over 10%, and streamlined purchasing and logistics processes.
- Established and maintained strong relationships with 20 customers by identifying their needs and suggesting products and helpful resources, including our new in-house resin product, Kisloy, to solve their problems.

VOLUNTEER EXPERIENCE

University of California, Irvine Division of Continuing Education **Jan 2024 – Jun 2024**
California
Teaching Assistant for a Class of Project Management

Key Responsibilities:

- Shared practical insights into project management challenges and successes, and provided effective strategies for PMP exam preparation. These sessions aimed to enhance students' understanding and skills, contributing to a comprehensive learning experience in collaboration with professors.